

Unit Title:	Manage a project
OCR unit number	505
Sector unit number	A/601/2578
Level:	5
Credit value:	10
Guided learning hours:	33

Unit purpose and aim

This unit is about the managing the setting up and running of a project, by monitoring and reviewing the work of other people who are running the project, to achieve agreed aims and objectives.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
<p>The Learner will:</p> <p>1. Understand the nature and purpose of projects</p>	<p>The Learner can:</p> <p>1.1 Compare and contrast the difference between managing operations and managing projects</p> <p>1.2 Analyse the advantages and disadvantages of using projects, and when projects are appropriate</p>	<p>Learning outcomes 1, 2, 3, 4 and 5 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.</p>
<p>2. Understand how to prepare and plan a project</p>	<p>2.1 Explain the purpose and benefits of establishing stakeholders involved in a project</p> <p>2.2 Explain the purpose and benefits of defining a project's purpose, scope, timescale, costs, aims and objectives</p> <p>2.3 Explain the purpose of agreeing a budget for a project</p> <p>2.4 Analyse how to estimate types and quantity of resources needed to run a project</p> <p>2.5 Explain the purpose and benefits of identifying project risks and</p>	

	<p>developing contingency plans</p> <p>2.6 Analyse how to define project limits</p> <p>2.7 Analyse the advantages and disadvantages of different project planning methods for different types of project</p> <p>2.8 Analyse the features of different tools that can be used to help with project planning and control</p> <p>2.9 Explain how to establish the project team</p>	
3. Understand how to run a project	<p>3.1 Analyse how to monitor projects and the different methods that can be used</p> <p>3.2 Explain the purpose and benefits of monitoring projects</p> <p>3.3 Analyse how to establish a communication plan for a project</p> <p>3.4 Explain the purpose and benefits of different methods of communication needed for managing a project</p> <p>3.5 Analyse the features of different communication methods used to make sure a project runs smoothly</p> <p>3.6 Explain the purpose and benefits of estimating and controlling resources during a project</p> <p>3.7 Analyse the purpose of monitoring progress reporting during a project</p> <p>3.8 Explain the purpose and benefits of achieving projects within agreed timescales</p>	
4. Understand purpose and benefits of evaluating a project and ways of evaluating projects	<p>4.1 Analyse the purpose and benefits of evaluating projects</p> <p>4.2 Analyse different ways of</p>	

	evaluating projects to make sure lessons are learned for the future	
5. Be able to manage the preparation and planning of a project	<p>5.1 Agree all stakeholders involved in a project</p> <p>5.2 Confirm that the purpose of the project has been agreed with all relevant stakeholders</p> <p>5.3 Confirm project scope, timescale, aims and objectives</p> <p>5.4 Agree the preparation of a project specification</p> <p>5.5 Confirm a budget for the project</p> <p>5.6 Confirm all types of resources for a project</p> <p>5.7 Agree the project plan and timed use of all types of resources</p> <p>5.8 Agree identified risks and contingency plans developed</p> <p>5.9 Sign off a project plan</p> <p>5.10 Prepare a communication plan</p> <p>5.11 Establish and select the project team</p>	Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to manage a project
6. Be able to manage a project	<p>6.1 Monitor a project</p> <p>6.2 Give feedback to all those involved with or affected by a project</p> <p>6.3 Make sure project plans are adapted to respond to unexpected events and risks</p> <p>6.4 Give feedback on interim reports on project progress</p> <p>6.5 Make sure a project achieves required outcomes on time and to budget</p>	

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Documents confirming the project purpose with stakeholders
- Detailed project specification including resources
- Project budget
- Risk analysis and contingency arrangements
- Agreed and signed off project plan
- Communication plan
- Documents detailing project team
- Monitoring documents
- Feedback to those affected by the project
- Updated/amended plans
- Interim feedback
- Confirmation of successful outcome of project in terms of time and budget

Guidance on assessment and evidence requirements

Refer to sections on Assessment and Evidence requirements above.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the BAA152 Plan, run and evaluate projects.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.gcda.gov.uk/15565.aspx>

Functional Skills Standards					
English	Mathematic	s	ICT		
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing	✓	Find and select information	✓
Writing	✓	Interpreting	✓	Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .